

| WEBER COUNTY SHERIFF'S OFFICE | | POLICY AND PROCEDURES | |
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| SUBJECT: Chain of Custody | | CHAPTER/SECTION NO.: 55.11 | |
| EFFECTIVE DATE: 10/7/03 | | REVIEW DATE: | |
| AMENDS/SUPERSEDES: See attached sheet | | APPROVED: <u>** See Master File</u> Sheriff | |
| STANDARD NUMBER: 83.3.1 | | | |

55.11 Policy

55.11.1 A minimum of personnel will be involved in the security of items of evidence. Individual items will be separately packaged, tagged, or marked, when deemed necessary by the scene technician.

- A. Each time the custody of an item of evidence is changed, the person receiving custody will:
 1. Not break the existing seal/s, but should make another opening in the item.
 2. If the evidence bag or container is opened, mark the item, tag, or container with his/her initials and I.D. number, date, and time.
 3. Continue the record on the chain of custody form, including date, time, item number, signature, and the reason he/she received custody.
 4. Always be conscious of cross-contamination when handling evidence.

55.11.2 Evidence to court

- A. The deputy or evidence custodian who takes evidence to court will:
 1. If the evidence bag or container is opened, mark the item, container or evidence tag, to continue the chain of

custody.

2. Continue the record on the chain of custody form, including date, time, item number, signature, and the reason he/she received custody.
3. Items received by the evidence custodian, from the court clerk, will be returned to the property room.

55.11.3 Evidence to laboratory

- A. Laboratory requests: It is the responsibility of the assigned case officer to submit the appropriate lab requests for examination or processing, to the evidence custodian or CSI which is responsible for evidence transfer to the laboratory.

55.11.4 Evidence sent to labs

- A. Records of physical evidence submitted to outside forensic labs will include:
 1. Name of person submitting or mailing
 2. Date, time and method of shipment
 3. Date and signature of the person receiving the evidence
 4. Name of the investigating officer
 5. Type of examination or processing desired
 6. Category of crime